

# PREVAILING WAGE INTENT & AFFIDAVIT



## Step-by-step instructions

Access and navigate through this secured system to streamline your interactions with L&I on public works projects.

*Last Updated: March 2017*

Prevailing Wage Program

360.902.5335

PW1@Lni.wa.gov



Washington State Department of  
Labor & Industries

## Table of Contents

<b>INTRODUCTION.....</b>	<b>2</b>
FEEDBACK.....	2
ASSISTANCE.....	2
<b>NAVIGATING THIS INSTRUCTIONS GUIDE.....</b>	<b>3</b>
<b>ACCESSING PWIA .....</b>	<b>4</b>
Yes, I have an existing account.....	4
No, I don't have any existing accounts. ....	4
Complete Set Up .....	5
I have a PWIA account.....	7
<b>NAVIGATING THE PWIA SYSTEM.....</b>	<b>8</b>
LEFT-HAND SECTION .....	8
MIDDLE SECTION .....	8
SEARCH OPTIONS.....	8
SORT OPTIONS.....	9
SHOW MORE ROWS .....	9
SHOW NEXT/PREVIOUS PAGE OF RECORDS.....	9
INFORMATION BUTTONS.....	9
ORANGE EXCLAMATION MARKS.....	10
PLUS OR MINUS SIGNS.....	10
<b>FILE A STATEMENT OF INTENT TO PAY PREVAILING WAGES.....</b>	<b>10</b>
<b>FILE AN AFFIDAVIT OF WAGES PAID.....</b>	<b>10</b>
<b>CHECK CONTRACTOR STATUS.....</b>	<b>11</b>
<b>ITEMS AWAITING YOUR ACTION .....</b>	<b>12</b>
<b>MY INTENTS &amp; AFFIDAVITS.....</b>	<b>13</b>
SHOW ONLY INTENTS/AFFIDAVITS/COMBINED FORMS.....	13
SEARCH STATUS OF MY INTENTS & AFFIDAVITS.....	14
<b>MY PROJECTS .....</b>	<b>14</b>
VIEWING A PROJECT .....	14
PROJECT TAB .....	15
Project Overview .....	15
Project Structure.....	15
Viewing Intents & Affidavits .....	16
CONTRACTOR ALERTS TAB .....	16
INTENTS NOT FILED TAB.....	16
AFFIDAVITS NOT FILED TAB.....	17

<b>MY CERTIFIED PAYROLL.....</b>	<b>17</b>
GENERAL REQUIREMENTS FOR CERTIFIED PAYROLL REPORTS.....	17
CREATE A WEEKLY CERTIFIED PAYROLL REPORT.....	18
Step 1: Add employees and rates of pay.....	20
Step 2: Enter hours worked and deductions.....	21
Step 3: Review totals and sign.....	23
CREATE A NO WORK PERFORMED REPORT .....	25
ADD A NEW EMPLOYEE TO MY CERTIFIED PAYROLL REPORT .....	26
CHOOSING EXISTING EMPLOYEES FOR MY CERTIFIED PAYROLL REPORT .....	29
VIEW FILED CERTIFIED PAYROLL REPORTS.....	32
AMEND A CERTIFIED PAYROLL REPORT .....	33
MANAGE MY EMPLOYEES FOR CERTIFIED PAYROLL REPORTS.....	34
MANAGE TEN HOUR WORKDAY (4-10) AGREEMENTS.....	35
Upload 4-10 Agreement .....	36
SUBMIT CERTIFIED PAYROLL REPORTS TO INTERESTED PARTIES.....	37
Submit Report(s) to the Awarding Agency, Prime Contractor, and L&I.....	37
Submit Report to Other Interested Parties .....	37
SOCIAL SECURITY NUMBER ON CERTIFIED PAYROLL REPORTS.....	37
VIEW MY SUBCONTRACTOR'S CERTIFIED PAYROLL REPORTS – <i>PRIME CONTRACTORS ONLY</i> .....	38
REQUEST CERTIFIED PAYROLL REPORTS FROM SUBCONTRACTORS – <i>PRIME CONTRACTORS ONLY</i> .....	41
VIEW REQUESTS FOR CERTIFIED PAYROLL REPORTS – <i>PRIME CONTRACTORS ONLY</i> .....	42
SATISFY MY REQUESTS FOR CERTIFIED PAYROLL REPORTS – <i>PRIME CONTRACTORS ONLY</i> .....	43
<b>MANAGE PWIA ACCESS.....</b>	<b>44</b>

## Introduction

Public works contracts in Washington State require each and every business on the project file a *Statement of Intent to Pay Prevailing Wages* (intent), and *Affidavit of Wages Paid* (affidavit) forms. The forms are filed with L&I and, once they are approved, are submitted by the business to the agency administering the contract. Find more information about the requirements for filing these forms [here](#).

The following instructions will help you file your intent and affidavit forms online using L&I's **Prevailing Wage Intent and Affidavit** (PWIA) system.

## Feedback

Please let us know how the system and/or these instructions work for you by completing a [two-minute survey](#). Your feedback is greatly appreciated and will help us improve our online services.

## Assistance

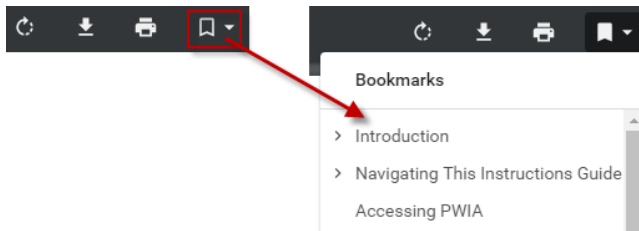
Contact the Prevailing Wage Program at [PW1@Lni.wa.gov](mailto:PW1@Lni.wa.gov) or 360.902.5335 if assistance is needed with accessing or using this system.

## Navigating This Instructions Guide

We have created three different ways for you to quickly and easily find instructions on a particular feature within the new PWIA system:

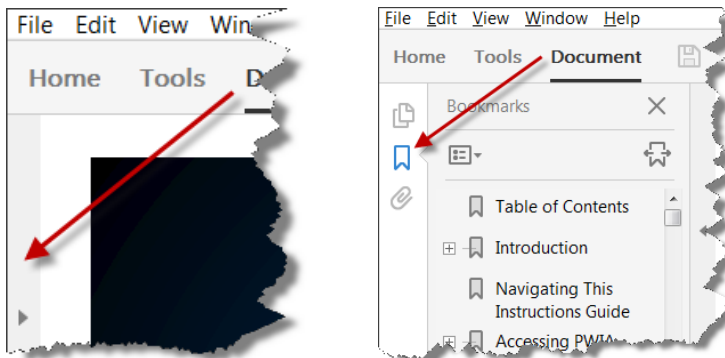
1. Select a feature/topic within the [Table of Contents](#) on the previous page to navigate to that section.
2. Use **Bookmarks** to navigate to different sections.
  - A. If you are viewing these instructions on our website, move your mouse to the top right-hand corner of the page and a black bar will appear.

Select the flag and then the topic/feature you wish to learn more about.



- B. If you saved these instructions to your computer, select the panel on the right-hand side.

Select the flag and then the topic/feature you wish to learn more about.



3. Press CTRL+F to open a dialog box to search this guide. Type in the feature/topic you wish to learn about and then either press ENTER or select the Previous, Next, or arrows within the dialog box to navigate through the results.

### Google

### Internet Explorer

Find:  Previous Next

### Adobe Acrobat

Find

Previous Next

Select underlined text in light blue to go to that section of this guide.



## Accessing PWIA

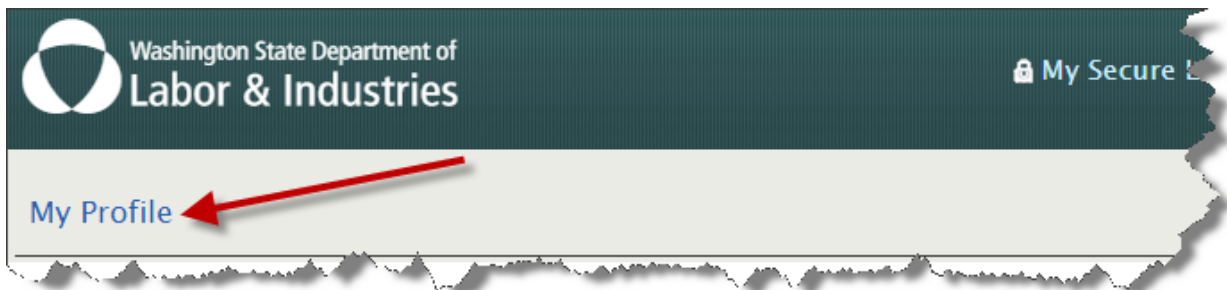
The **Prevailing Wage Intent & Affidavit** (PWIA) system is easily accessible through **My Secure L&I** or **SecureAccess Washington** (SAW).

Do you have an existing [My Secure L&I](#) or [SecureAccess Washington \(SAW\)](#) account? Select your answer below to view further instructions:

[YES](#)   [NO](#)   [I Have a PWIA Account](#)

*Yes, I have an existing account.*

1. Use your login information from either system to log in to [My Secure L&I](#).
2. Select **My Profile** in the top-right hand corner.



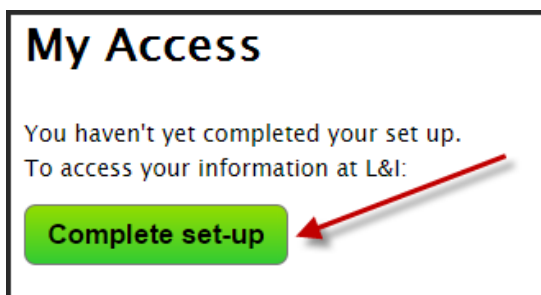
3. Select **Get more access**.



4. Go to the [Complete Set Up](#) section below for instructions on how to complete set up.

*No, I don't have any existing accounts.*

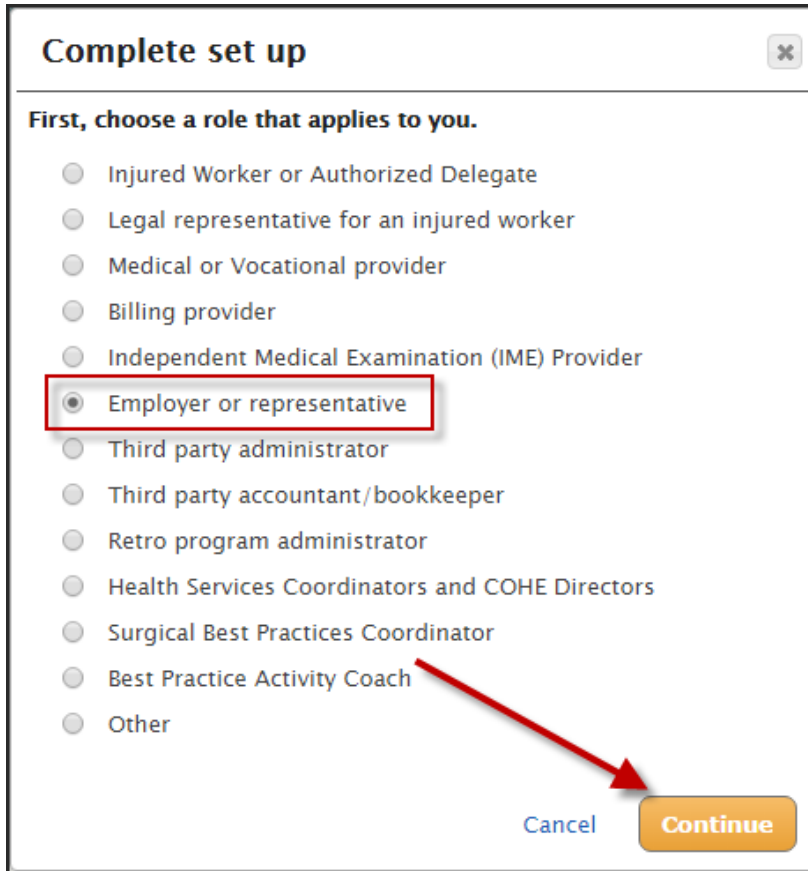
1. Go to [My Secure L&I](#) to set up your account and activate your profile.
2. Log back into [My Secure L&I](#) and select **Complete set-up**.



4. Go to the [Complete Set Up](#) section below for instructions on how to complete set up.

### *Complete Set Up*

1. Select **Employer or representative** in the pop-up menu, then click **Continue**.



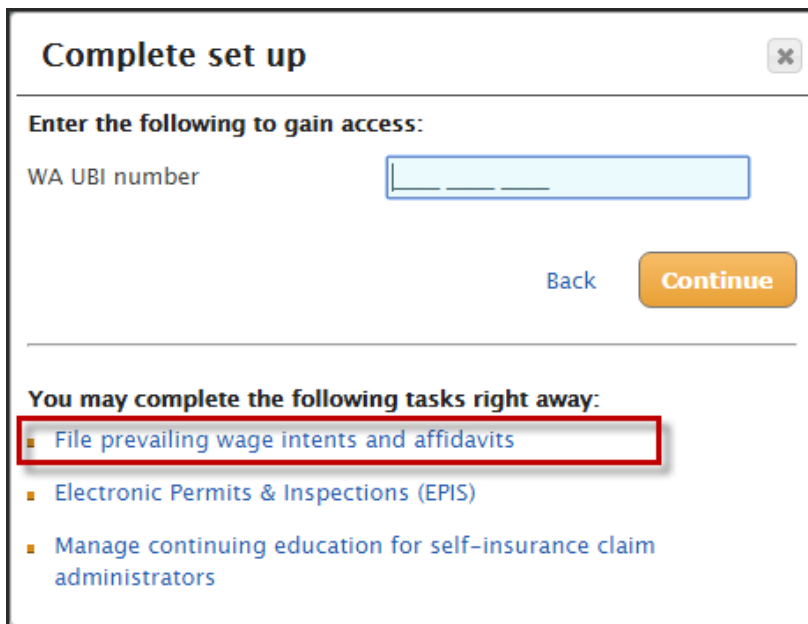
**Complete set up** [X]

First, choose a role that applies to you.

- ☐ Injured Worker or Authorized Delegate
- ☐ Legal representative for an injured worker
- ☐ Medical or Vocational provider
- ☐ Billing provider
- ☐ Independent Medical Examination (IME) Provider
- ☒ **Employer or representative**
- ☐ Third party administrator
- ☐ Third party accountant/bookkeeper
- ☐ Retro program administrator
- ☐ Health Services Coordinators and COHE Directors
- ☐ Surgical Best Practices Coordinator
- ☐ Best Practice Activity Coach
- ☐ Other

Cancel Continue

2. Select **File prevailing wage intents and affidavits**.



**Complete set up** [X]

Enter the following to gain access:

WA UBI number

Back Continue

---

You may complete the following tasks right away:

- ☒ **File prevailing wage intents and affidavits**
- ☐ Electronic Permits & Inspections (EPIS)
- ☐ Manage continuing education for self-insurance claim administrators

**User Information**

First Name\* John

Middle Name

Last Name\* Doe

Email Address\* johndoe@gmail.com

Phone Number\* ( 360 ) 902 - 5335 Ext

Company Name\* John Doe Construction

Company UBI\* 987654321

Contractor Registration Number JOHNDOE1234

Link Accounts? ☐

Cancel Register

3. Complete all required *User Information* to include your Contractor Registration Number, if your company is a licensed contractor.
4. Select **Link Accounts?**
5. A box will appear listing all other users attached to the company you identified. Select each user you would like to be linked with then select **Register**.

**Important:** By selecting other users, you will be able to view intents created by other users and file affidavits for those intents.

**User Information**

First Name\* John

Middle Name

Last Name\* Doe

Email Address\* johndoe@gmail.com

Phone Number\* ( 360 ) 902 - 5335 Ext

Company Name\* John Doe Construction

Company UBI\* 987654321

Contractor Registration Number JOHNDOE1234

Link Accounts? ☒


	First Name	Last Name	Company Name
<input checked="" type="checkbox"/>	Talon	Thompson	Thompson Construction, Inc.

Cancel Register

6. Review the *Disclaimer* and select **Accept**

By accepting below, I

1. Certify that I am an authorized representative of the company for which I submit Intents and Affidavits through the Prevailing Wage Intent & Affidavit system.
2. Certify that all information I provide is correct and that all workers are paid no less than the prevailing wage rate as determined by the industrial statistician of the Department of Labor & Industries.
3. Understand that contractors who violate prevailing wage laws, i.e. incorrect classification/scope of work, improper payment of prevailing wages, etc., are subject to fines and/or debarment and will be required to pay back wages due to workers.
4. Approval of Intents and Affidavits will be based on the information provided by you. It does not signify approval of the classifications of labor used by the contractor.



**Accept** **Decline**

7. You are now ready to use the PWIA system!

*I have a PWIA account.*

1. Log in to your account and select **My tasks**.

**My tasks**

2. Select **View My Public Works Projects**.

**Prevailing Wage** 


[File an intent to pay prevailing wage or an affidavit of wages paid](#) >



3. Review the *Disclaimer* and select **Accept**

By accepting below, I

1. Certify that I am an authorized representative of the company for which I submit Intents and Affidavits through the Prevailing Wage Intent & Affidavit system.
2. Certify that all information I provide is correct and that all workers are paid no less than the prevailing wage rate as determined by the industrial statistician of the Department of Labor & Industries.
3. Understand that contractors who violate prevailing wage laws, i.e. incorrect classification/scope of work, improper payment of prevailing wages, etc., are subject to fines and/or debarment and will be required to pay back wages due to workers.
4. Approval of Intents and Affidavits will be based on the information provided by you. It does not signify approval of the classifications of labor used by the contractor.



**Accept** **Decline**

4. You are now ready to use the PWIA system!

## Navigating the PWIA System

### Left-Hand Section

Use the quick actions located on the left-hand side of PWIA to help you quickly file intents, affidavits, and certified payroll reports. We have also included links to key websites at L&I to help you on public works projects.

Quick File Actions		Quick Navigation Actions	
<b>File New Intent</b> <input type="radio"/> I am the prime contractor for the project <input type="radio"/> I am a subcontractor for the project <input type="button" value="Create Intent"/>	<b>File Affidavit</b> <input type="text" value="Intent ID"/> <input type="button" value="Create"/>	<b>Additional Tasks</b> <a href="#">Verify a Contractor</a> <a href="#">Check Contractor Status</a> <a href="#">Look up Contractor Strikes (Violations)</a> <a href="#">Look up Contractors Not Allowed to Bid (Debarred)</a> <a href="#">Look up an Apprentice</a>	<b>View Project Structure</b> <input type="text" value="Intent ID"/> <input type="button" value="View"/>
	<b>File Certified Payroll</b> <input type="text" value="Intent ID"/> <input type="button" value="Create"/>		

### Middle Section

Use the middle section to view pending actions, view intents and affidavits, access project information, and file/view certified payroll reports.

<b>Items Awaiting Your Action</b>	!	6	+
<b>My Intents and Affidavits</b>		24	+
<b>My Projects</b>		12	+
<b>My Certified Payroll</b>		8	+

### Search Options

We have included more search areas and options to help you find a form, project, awarding agency, etc. Use partial words/numbers to get more results. Use exact/full names or numbers to get less results.

Search My Intents and Affidavits			
Intent or Affidavit ID <input type="text" value="Intent or Affidavit Id"/>	Search Intents or Affidavits <input type="text" value="Both Intents and Affidavits"/>	Intent or Affidavit Status <input type="text" value="Any"/>	
Project Name or Contract No. <input type="text" value="Project Name or Contract"/>	Awarding Agency <input type="text" value="Awarding Agency"/>	Submitted From <input type="text" value="mm-dd-yyyy"/>	To <input type="text" value="mm-dd-yyyy"/>

## Sort Options

Select a column header to sort the information in ascending or descending order. The arrow next to the column identifies which column is currently sorted and if it is sorted in ascending or descending order.

Form	Project	Submit Date	Form Status	Related Forms & Actions
Affidavit 123456	Tower Repairs ISLAND COUNTY PUBLIC WORKS Contract No: 2017-ABCD	2/3/2017	Approved	View Intent 987654 (Approved)
Intent 654321	Tower Dock Replacement ISLAND COUNTY PUBLIC WORKS Contract No: 2016-XYZ	2/2/2017	Approved	View Intent 456789 (Approved)

This column has been sorted in ascending order.

## Show More Rows

Select the drop down above the search results to show more rows.

Show  rows

Form	Project
Affidavit 123456	Tower Repairs ISLAND COUNTY PUBLIC WORKS Contract No: 2017-ABCD
Intent 654321	Tower Dock Replacement ISLAND COUNTY PUBLIC WORKS Contract No: 2016-XYZ

## Show Next/Previous Page of Records


Select the **Next** or **Previous** buttons above the search results to show additional pages of records.


Showing records 1 to 5 of 24 ◀ Previous Next ▶

Date	Form Status	Related Forms & Actions
2/7	Approved	View Intent 987654 (Approved)
2/17	Approved	File Certified Payroll View Affidavit 456789 (Approved)

## Information Buttons

Hover your mouse over  to display help text.

In what city (or nearest city) will the work be performed? 

 **Information**  
 Enter the city where work will be performed, or 'outside city limits', if applicable. You may enter more than one city.

## Orange Exclamation Marks

! These orange exclamation marks mean there are alerts or actions that need to be viewed and/or addressed. Additional information may need to be gathered to substantiate the alert.

## Plus or Minus Signs

+ Select the plus sign to expand the section and see more information.

- Select the minus sign to collapse the section and hide the information.

## File a Statement of Intent to Pay Prevailing Wages

Before filing your *Statement of Intent to Pay Prevailing Wages* (intent) form, you will first need to determine if you are the prime contractor or subcontractor on the project. Prime contractors will first need to review their [Items Awaiting Your Action](#) to see if the awarding agency has already begun the intent for you. If it has been started, then select **File Intent** next to the project details to finish filing the form. Otherwise, go to the quick action *File New Intent* box, select the appropriate option, and then select **Create Intent**.

## File an Affidavit of Wages Paid

The system now has two different ways to file your *Affidavit of Wages Paid* form. It also alerts you if there is already an affidavit filed for the intent to prevent any duplicate forms being filed by accident.

1. Use the quick action [File Affidavit](#) box on the left-hand side. Input your intent number and select **Create**.

2. Go to [My Intents & Affidavits](#) section, search for the intent, and select **File Affidavit**.

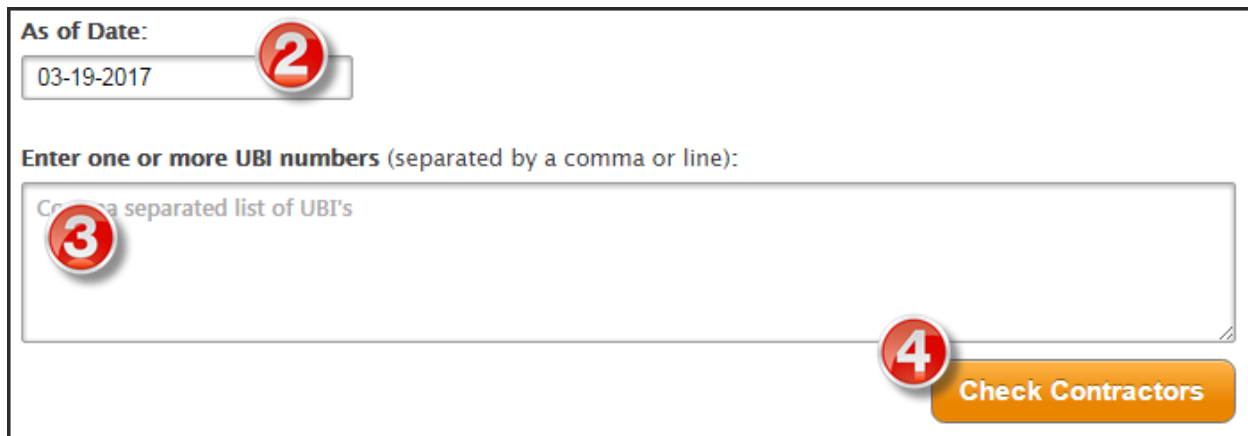
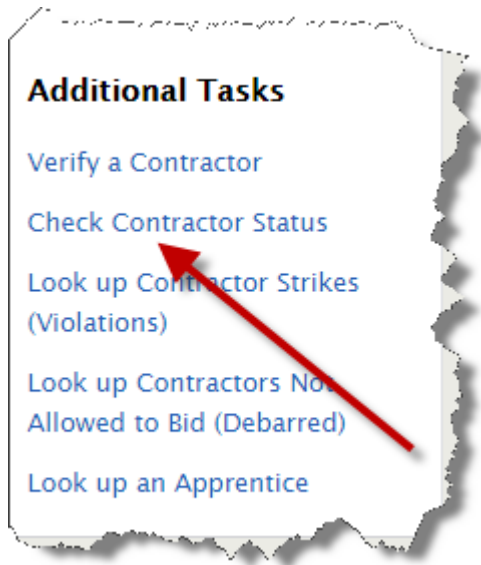
Intent 123456	Tower Dock Replacement EASTERN WASHINGTON UNIVERSITY Contract No: 2015T	9/13/2016	Approved	<a href="#">View Certified Payroll</a> <a href="#">File Certified Payroll</a> <a href="#">File Affidavit</a>
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## Check Contractor Status

This great tool allows you to check the status of multiple contractors at the same time to make sure that they are/were in good standing with L&I either today or on a specific date in the past. This tool checks their contractor's license, workers' compensation insurance, and debarment status with a direct link to each contractor's *Verify* page for more information.

**Tip:** Use the bid due date to see if the contractors were in good standing at the time of bid submittals.

1. From the main page, select the quick navigation **Check Contractor Status** link on the left-hand side.

A screenshot of the 'Check Contractor Status' form. It features a date input field labeled 'As of Date:' with the value '03-19-2017' and a red circle with the number '2' next to it. Below this is a text input field labeled 'Enter one or more UBI numbers (separated by a comma or line):' with a placeholder 'Comma separated list of UBI's' and a red circle with the number '3' next to it. At the bottom right is an orange button labeled 'Check Contractors' with a red circle and the number '4' next to it.

2. If you want to use a date in the past, enter/select the date in the **As of Date** box. Otherwise, leave the date as of today's date.
3. Enter one or multiple UBI numbers for the contractors you want to check. Separate multiple UBI numbers with a comma or input one per line.
4. Select **Check Contractors**.

5. Your contractor list will appear below giving you a highlight of each contractor's status.

Contractor Status as of 03-16-2017					Total Results: 5
UBI	Company Name	Contractor's License	Worker's Comp	Debarred	
600 111 222	JOHN D	<a href="#">ZYXWVUT878OR</a> ACTIVE	Account Open	Not Debarred	
611 222 333	JOHN S	<a href="#">ABCDEF901CR</a> ACTIVE	Account Open	Not Debarred	

Select the license to  
view the contractor's  
Verify page.

**Tip:** Print this page and keep for your records.

## Items Awaiting Your Action

In this section, you will find intent and combined forms that have been initiated by your awarding agency and ready for you to complete, intents or affidavits forms needing corrections, and requests for certified payroll reports from your awarding agency, prime contractor, or L&I. Use the **Action** column to resolve these items.

Items Awaiting Your Action				!	6	-
Show <input type="text" value="5"/> rows		Showing records 1 to 5 of 6		◀ Previous Next ▶		
Project	Details	Bid Due Date	Action			
Tower Dock Replacement EASTERN WASHINGTON UNIVERSITY	The awarding agency has requested that you file an intent for this project..  Requested On Date: 9/7/2016	9/7/2016	<a href="#">File Intent</a>			
Tower Repairs ISLAND COUNTY	The awarding agency has requested that you file an intent for this project..  Requested On Date: 9/22/2016	9/1/2016	<a href="#">File Intent</a>			

## My Intents & Affidavits

In this section, you will find intents, affidavits, and combined forms all together in one spot. Check out all of the options below to help you quickly find what you are looking for and take action.

**My Intents and Affidavits** 37

**Search My Intents and Affidavits**

Intent or Affidavit ID:  Search Intents or Affidavits: **Both Intents and Affidavits** Intent or Affidavit Status: **Any**

Project Name or Contract No.:  Submitted From:  To:

**Select to search only intents or only affidavits.**

**Select the form to view it.**

**Select the project name to view project information.**

**See related forms and take additional actions.**

Form	Project	Submit Date	Form Status	Related Forms & Actions
Intent 123456	Tower Repairs ISLAND COUNTY PUBLIC WORKS Contract No: 2017-1-ABC	2/2/2017	Approved	View Certified Payroll File Certified Payroll View Affidavit 987654 (Approved) File New Affidavit
Affidavit 654321	Tower De ISLAND C Contract N	7	Approved	View Intent 456789 (Approved)

### Show only Intents/Affidavits/Combined Forms

To see only one type of form, select the **Search Intents or Affidavits** dropdown box to only view intents, only affidavits, or only combined forms.

Search Intents or Affidavits

- Both Intents and Affidavits
- Both Intents and Affidavits**
- Only Affidavits
- Only Intents
- Only Combined Forms

## Search Status of My Intents & Affidavits

To find all intents and affidavits in a certain status, select the **Intent or Affidavit Status** dropdown box and select the status.

Intent or Affidavit Status

Any ▼

Any

Approved

Correction Notice Sent

Draft

Pending

Submitted

Unfunded

## My Projects

In this section, you can find and view all of your public works projects. This is based on filed intents for your business. Select the project to view details about the project. Details include who hired whom on the project and missing intent and affidavit forms for the project.

**My Projects** 12

**Search My Projects**

Project Name or Contract No. Bid Due From To Prime Contractor

Project Name or Contract mm-dd-yyyy mm-dd-yyyy ☐ Only where I am the prime

Awarding Agency Award From To

Awarding Agency mm-dd-yyyy mm-dd-yyyy Clear Search Search

Show Showing records 1 to 5 of 12 Previous Next

Project	Contract Amount	Prime	Bid Due Date	Award Date
<a href="#">Tower Repairs</a> ISLAND COUNTY PUBLIC WORKS Contract No: 2017-ABCD	\$1,000,000.00	Yes	1/1/2016	1/1/2017

## Viewing a Project

Information about the project is divided into four tabs; [Project](#), [Contractor Alerts](#), [Intents Not Filed](#), and [Affidavits Not Filed](#). Each tab is explained in more detail below. Lower tier sub on the project may not be able to see some of the tabs/details.

## Project Tab

This first tab contains basic information about the selected project including the [Project Overview](#) and [Project Structure](#).

### Project Overview

Information found in the shaded box is the main information about the project.

**Awarding Agency:** ISLAND COUNTY PUBLIC WORKS  
**Project:** Tower Repairs

**Project** **Contractor Alerts** **Intents Not Filed** **Affidavits Not Filed**

#### Project Overview

Project name Tower Repairs	Contract no. 2017 - ABCD	Award Date 8/31/2016	Prime Contractor Name SMITH MASONRY
Job site Tower Beach Camano Island, WA 98282	Project cost \$165,000.00	Bid Date 2/1/2016	Phone number 360-902-5335
Awarding Agency Contact John Smith, 360-902-5335		L&I Account ID 600111222	WA UBI Number 600111222
Contractor License no. ABCDMN*1123XY			

### Project Structure

Immediately below [Project Overview](#) box is the [Project Structure](#). Beginning with the prime contractor, the [Project Structure](#) shows each contractor on the project that has at least filed their intent, been listed as a hiring contractor, or been listed as a subcontractor.

**Project Structure** **+ expand** | **- collapse**

- **QUIGG BROS INC** (prime contractor)
  - Intents (1)
    - 530124 \$240,411.79 · Approved 8-24-2012
  - Affidavits (1)
    - 433038 \$240,411.79 · Approved 1-22-2013
  - Subcontractors (4)
    - + **C & P FENCING**
    - + **MILES SAND & GRAVEL CO**
    - + **REBAR INTERNATIONAL INC**
    - + **VERSATILE DRILLING CONTRS INC** + 1 subcontractor

**Use these buttons to view/not view the list of contractors on the project.**

**Shows that additional contractors were hired and/or worked on the project.**

### Viewing Intents & Affidavits

Select on any blue intent or affidavit ID to view the form.

– QUIGG BROS INC (prime contractor)

– Intents (1)

530124 \$240,411.79 · Approved 8-24-2012

– Affidavits (1)

433038 \$240,411.79 · Approved 1-22-2013

When viewing an intent or affidavit, select the green **Project Structure** bar to easily view the entire list of contractors involved in a project, without completely navigating away from the form you are currently viewing.

Project Structure

Intent Details

Document Received Date: 8-22-2012

Intent Id: 530124

Affidavit Id:

Status: Approved on 8-24-2012

### Contractor Alerts Tab

This tab allows you to view status changes for contractors that have filed their intent for the project. Status changes may include recent debarment from bidding on public works projects, no workers' compensation account, missing workers' compensation Account ID, and/or contractor license suspensions/expiration. Additional information may need to be gathered to substantiate the alert.

Contractor	Alert Type	Description
QUIGG BROS INC (prime contractor)	Account not found.	Your company Industrial Insurance Account Id is not found in our system.
QUIGG BROS INC (prime contractor)	License	This contractor license number is not valid for work on this project; the license is either suspended or expired

### Intents Not Filed Tab

This tab allows you to view contractors who haven't filed their intent for the project. Contractors shown here were either listed as a hiring contractor on a subcontractor's intent or listed as a subcontractor on the hiring contractor's affidavit.

Contractor	WA UBI No.	License ID	Description
QUIGG BROS INC (prime contractor)			Based on the affidavit 433038 this contractor did not file an intent

## Affidavits Not Filed Tab

This tab allows you to view contractors who haven't filed their affidavit for the project. Every contractor that files an intent is required to file an affidavit for that intent. Select on the blue intent or affidavit ID to view the form.

Contractor	Intent ID	WA UBI No.	License ID	L&I Account ID
SMITH MASONRY	123456	600111222	ABCDMN*1123XY	12345678

**Important:** If a contractor files two intents for the project, but only one affidavit, they will show on this list as having an affidavit not filed. Contractors may request incorrect or duplicate forms be deleted from the system by contacting the Prevailing Wage Program at [PW1@Lni.wa.gov](mailto:PW1@Lni.wa.gov) or 360.902.5335.

## My Certified Payroll

In this section, you can view any projects where certified payroll reports have already been started/filed via our online system. Go to the [Actions](#) column to either view all reports or file additional weekly reports.

### My Certified Payroll

8

Intent ID

Last Week From

Last Week To

Project Name or Contract No.

Awarding Agency

[Clear Search](#)

Show 5 rows

Showing records 1 to 5 of 8

[Previous](#)
[Next](#)

## General Requirements for Certified Payroll Reports

Employers on public works projects are required to keep certain records *in addition* to the pay statement. Certified payroll records must be kept for each worker on the project and include the following information:

- Full Name,
- Address,
- Social Security Number,
- Trade or Occupation,
- Straight-Time Rate,
- Hourly Rate of Usual Benefits,
- Overtime Hours Worked Each Date and Week,
- Ten Hour Workday (4-10) Agreement, **and**
- Actual Rate of Wages Paid

The awarding agency or prime contractor may require you to provide certified payroll records and/or additional information directly to them. Certified payroll records are only required to be filed with L&I if requested by L&I or by an interested party. For additional information visit the following links:

- [RCW 39.12.010\(4\)](#) – Definitions
- [WAC 296-127-320](#) – Payroll
- [WAC 296-127-014](#) & [WAC 296-127-01410](#) – Usual Benefits
- [Usual Benefits Calculation Policy](#)
- [RCW 49.28.010](#), [RCW 49.28.040](#), [RCW 49.28.050](#), [RCW 49.28.060](#) – Eight Hour Day
- [RCW 49.28.065](#) – Ten Hour Day
- [Overtime Policy](#)

### Create a Weekly Certified Payroll Report

Once your intent has an **Approved** status for the project, go to **My Intents & Affidavits** and select **File Certified Payroll** under the *Related Forms & Actions* column.

Intent 654321	Tower Dock Replacement ISLAND COUNTY PUBLIC WORKS Contract No: 2016-XYZ	2/2/2017	Approved	<a href="#">File Certified Payroll</a> <a href="#">View Affidavit 456789 (Approved)</a> <a href="#">File New Affidavit</a>
------------------	---	----------	----------	--

*OR*

Use the quick action [File Certified Payroll](#) box on the left-hand side. Input your intent number and select **Create**.

**File Certified Payroll**

*OR*

If certified payroll reports have already been filed for the project, go to **My Certified Payroll** and select **File Certified Payroll** under the *Actions* column.

123456	Tower Repairs ISLAND COUNTY PUBLIC WORKS Contract No: 2017-ABCD	1/14/2017	<a href="#">View All Reports</a> <a href="#">File Certified Payroll</a>
--------	---	-----------	--

1. Under **For the week ending:** enter or select the week ending date for the payroll you are entering. A pop-up calendar will appear.

**Important:** The ending day of the week (Saturday, Sunday, etc.) is set with the first report that is entered for the project and may not be changed.

The screenshot shows a web form titled "Create Certified Payroll Report". Below the title is a breadcrumb trail: "Home > All Certified Payroll Reports > No Certified Payroll". The form has a section "For the week ending:" with a text input field containing "mm/dd/yyyy". Below this is a question "Was any work performed this week?" with radio buttons for "Yes" and "No". At the bottom are "Confirm" and "Cancel" buttons. A red arrow points from the text input field to a pop-up calendar. The calendar shows the month of October 2015, with days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates (1-31). The date 24 is highlighted in yellow.

2. If work was performed for the week selected, continue to the next step. Otherwise, go to [Create No Work Performed Report](#).
3. Select **Yes** that work was performed during the week and select **Confirm**. Go to [Step 1: Add employees and rates of pay](#).

The screenshot shows a close-up of the "Was any work performed this week?" section of the form. The "Yes" radio button is selected, and the "Confirm" button is highlighted in orange.

### Step 1: Add employees and rates of pay

Step 1 allows you to add employees to the **project**. Once an employee is added to the project, they will remain on the project for all other reports filed or until removed. Your screen should look similar to the following illustration:

« back to view all certified payroll reports

## Create Certified Payroll Report

For the week ending: Saturday, October 3, 2015

**STEP 1.** Add employees and rates of pay

**STEP 2.** Enter hours worked and deductions

**STEP 3.** Review totals and sign

+ Add a new employee

✓ Choose existing employees

**Employees on this project:**

Carpenter, Cal	123 123rd St Olympia, WA 98555	Carpenters, Carpenter (Lewis)	\$40.00/hr	\$11.00/hr total benefits	Edit Remove
Carpenter, Art	123 3rd st ne Olympia, WA 98888	Carpenters, Apprentice Carpenter/Western WA, Step 5 (Lewis)	\$25.00/hr	\$8.00/hr total benefits	Edit Remove
Drywall, Dean	141 Drywall St DW Olympia, WA 98888	Drywall Applicator, Journey Level (Lewis)	\$40.00/hr	\$11.00/hr total benefits	Edit Remove
Drywall, Art	123 12th st ne Olympia, WA 98888	Drywall Applicator, Apprentice Gypsum Drywall Systems Installer/Western WA/Indentured Prior To 1/1/2010, Step 1 (Lewis)	\$25.00/hr	\$8.00/hr total benefits	Edit Remove
Painter, Pat	123 100th St NE Olympia, WA 98888	Painters, Journey Level (Lewis)	\$28.00/hr	\$9.00/hr total benefits	Edit Remove
Painter, Art	123 4th ave ne Olympia, WA 97777	Painters, Apprentice Painter and Decorative Painter (Lewis)	\$25.00/hr	\$8.00/hr total benefits	Edit Remove

Back to view all reports

Next: Enter hours

1. Verify that all employees that worked during the week are shown under **Employees on This Project**. Employees shown here have already been selected as working on the project.

If an employee is not shown in this list, see instructions on [How Do I Add A New Employee?](#) or [How Do I Choose Existing Employees?](#)

**Important:** Removing employees removes them from the entire project, **NOT** just the week of the report.

2. Verify all of the employees' information is correct. If changes need to be made, select **Edit** for the employee, make the changes, and select **Save**.

Employees on this project:

Carpenter, Cal	123 123rd St Olympia, WA 98555	Carpenters, Carpenter (Lewis)	\$40.00/hr	\$11.00/hr total benefits	<a href="#">Edit</a> <a href="#">Remove</a>
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3. When all information on this page is correct, select **Next: Enter Hours** to continue to [Step 2: Enter hours worked and deductions](#).

### Step 2: Enter hours worked and deductions

Step 2 is where you will enter the hours worked by each employee during the selected week for the project. Any deductions, standard and non-standard, will also be added in this step. Your screen should look similar to the following illustration:

◀ back to view all certified payroll reports

## Create Certified Payroll Report

Testing Full Certified Payroll (Contract No. Certified Payroll Test)

STEP 1.  
Add employees  
and rates of pay

STEP 2.  
Enter hours worked  
and deductions

STEP 3.  
Review totals  
and sign

For the week ending: Saturday, October 3, 2015

Hours worked and deductions:

Carpenter, Cal < Back to edit employee	123 123rd St Olympia, WA 98555	Total Hours 0	Net Pay \$0	<a href="#">Edit hours</a>
Carpenter, Art < Back to edit employee	Olympia, WA 98888	Total Hours 0	Net Pay	<a href="#">Edit hours</a>
Drywall, Dean < Back to edit employee	141 Drywall St DW Olympia, WA 98888	Total Hours 0		<a href="#">Edit hours</a>
Drywall, Art < Back to edit employee	123 12th st ne Olympia, WA 98888	Total Hours 0	Net Pay \$0	<a href="#">Edit hours</a>
Painter, Pat < Back to edit employee	123 100th St NE Olympia, WA 98888	Total Hours 0	Net Pay \$0	<a href="#">Edit hours</a>
Painter, Art < Back to edit employee	123 4th ave ne			<a href="#">Edit hours</a>

Back to view all reports    Back to edit employees    [Next: Review totals](#)

1. Select **Edit Hours** for an employee. The section will expand to allow input of the employee's hours and deductions. The system automatically calculates the *Total Hours*, *Rate of Pay* and *Gross Earned* based upon hours entered for the week. Your screen should look similar to the following illustration:

**Carpenter, Cal** 123 123rd St  
Olympia, WA 98555 [Edit hours](#)

[Back to edit employee](#)

Work classification	Public hours worked	Sun 9/27	Mon 9/28	Tue 9/29	Wed 9/30	Thu 10/1	Fri 10/2	Sat 10/3	Total hours	Rate of pay	Gross earned
Carpenters, Carpenter Lewis	Regular	<input type="text"/> hr	<input type="text"/> hr	<input type="text"/> hr	<input type="text"/> hr	<input type="text"/> hr	<input type="text"/> hr	<input type="text"/> hr	0 hr	\$40.00/hr	\$0.00
	Overtime (1.5x)	<input type="text"/> hr	<input type="text"/> hr	<input type="text"/> hr	<input type="text"/> hr	<input type="text"/> hr	<input type="text"/> hr	<input type="text"/> hr	0 hr	\$60.00/hr	\$0.00
	Double time (2x)	<input type="text"/> hr	<input type="text"/> hr	<input type="text"/> hr	<input type="text"/> hr	<input type="text"/> hr	<input type="text"/> hr	<input type="text"/> hr	0 hr	\$80.00/hr	\$0.00
<b>Project total</b>									<b>0 hr</b>		<b>\$0.00</b>
									<b>Gross payroll</b>	\$	0.00
									<b>FICA</b>	\$	
									<b>Withholding</b>	\$	
									<a href="#">+ Add another deduction</a>		
									<b>Total deductions</b>		<b>\$0.00</b>
									<b>Net pay</b>		<b>\$0.00</b>
									<a href="#">Cancel</a>	<a href="#">Save</a>	

2. Enter hours worked by the employee on the project for the week.
3. Enter total payroll for the employee to include the project **and** all other wages earned for the week.
4. Enter **all** of the employee's deductions for the week.  
Select **+Add Another Deduction** if the employee has more deductions than the required FICA and Federal Withholding Tax.
5. Select **Save** to save the information, close the section, and move to the next employee or step.
6. Repeat **Steps 1-5** for all employees. If an employee did not have any project hours for the week, skip them and move on to the next employee.
7. Once all project hours have been entered for the week, select **Next: Review totals** to continue to [Step 3: Review totals and sign](#).

### Step 3: Review totals and sign

In Step 3, you will review and affirm that all of the information entered for the week is correct.

1. Review each employee's payroll information. Scroll down the page to go to the next employee.

Carpenter, Cal									
< Back to edit employee hours									
Work classification	Public works	Mon 9/28	Tue 9/29	Wed 9/30	Thu 10/1	Fri 10/2	Sat 10/3	Gross earned	
Carpenters, Carpenter Lewis	Regular	8 hr	3 hr	2 hr	4 hr	6 hr		23 hr	\$40.00/hr \$920.00
	Overtime (1.5x)							0 hr	\$60.00/hr \$0.00
	Double time (2x)							0 hr	\$80.00/hr \$0.00
Project total								23 hr	\$920.00
								Gross payroll	\$1000.00
								(including this project and all other wages)	
								FICA	\$50.00
								Withholding	\$50.00
								Total deductions	\$100.00
								Net pay	\$900.00

2. Review the *Benefits Distribution* information to make sure the information is correct.

Work classification	Pension	Medical	Vacation	Holiday	Approved apprentice program	Other benefits	Total hourly benefits
Carpenter, Cal Carpenters, Carpenter Lewis	\$4.00/hr	\$4.00/hr	\$2.00/hr	\$1.00/hr	\$0.00/hr		\$11.00/hr
Carpenter, Art Carpenters, Apprentice Carpenter/Western WA, Step 5 Lewis	\$2.00/hr	\$4.00/hr	\$2.00/hr	\$1.00/hr	\$0.00/hr		\$9.00/hr
Drywall, Dean Drywall Applicator, Journey Level Lewis	\$4.00/hr	\$4.00/hr	\$2.00/hr	\$1.00/hr	\$0.00/hr		\$11.00/hr
Drywall, Art Drywall Applicator, Apprentice Gypsum Drywall Systems Installer/Western WA/Indentured Prior To 1/1/2010, Step 1 Lewis	\$2.00/hr	\$3.00/hr	\$2.00/hr	\$0.00/hr	\$0.00/hr		\$7.00/hr
Painter, Pat Painters, Journey Level Lewis	\$3.00/hr	\$3.00/hr	\$2.00/hr	\$1.00/hr	\$0.00/hr		\$9.00/hr
Painter, Art Painters, Apprentice Painter and Decorator, Lewis	\$2.00/hr	\$3.00/hr	\$2.00/hr	\$1.00/hr	\$0.00/hr		\$8.00/hr

**Optional:** Input notes about the payroll report in the **Notes regarding this report** section.

☐ Yes, I AFFIRM the following:

1. All information contained in this Certified Payroll Report, including any addenda, is correct and complete.
2. The wage rates for workers, laborers or mechanics as reported above are not less than the applicable wage rates contained in any wage determination related to the contract; and the classifications as reported above for each worker, laborer or mechanic conform with the actual work performed by such worker, laborer or mechanic.
3. The payment of usual benefits as listed above have been or will be made to appropriate approved plans, funds or programs for the benefit of such employees.
4. All persons employed on the above-referenced project(s) have been paid the full weekly wages earned, and no rebates have been or will be made either directly or indirectly to or on behalf of the above-named contractor or subcontractor from the weekly wages earned by any person. No deductions, other than those which are legally permissible, have been made by any person either directly or indirectly from the full wages earned.
5. Any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with the Washington State Apprenticeship and Training Council.

Falsification of any of the above statements is a violation of RCW 39.12.050 subject to prosecution, sanctions, and penalties.

Type your name: Your job title:

[Back to view all reports](#)
[Back to edit employee hours](#)
[Sign & Submit to L&I](#)

**3a.** If everything is correct, select the checkbox for **Yes, I AFFIRM the following**.


**3b.** If everything is *not* correct, select **Back to view all reports** at the top or bottom of the page to cancel the report and go back to the *View All Certified Payroll Reports* screen for the project.

**4.** Enter your name in the box for **Type Your Name**.

**5.** Enter your job title in the box for **Your Job Title**.

**6.** Select **Sign & Submit to L&I** to finish the report. You will be rerouted back to the main certified payroll page for the project.

**7.** A box will appear at the top of the page confirming that the report was submitted. Select **View** to view the report. Select **Download as pdf** to save the report or send to interested parties.



**Certified payroll report submitted!**

You have affirmed a certified payroll report for Testing Full Certified Payroll (Certified Payroll Test) for the week ending 10-03-2015.

[View](#)
[Download as pdf](#)

## Create a No Work Performed Report

Continuing from [Create a Weekly Certified Payroll Report](#), select **No** and **Confirm**.

Was any work performed this week?

☐ Yes ☒ No

**Confirm** **Cancel**

1. A pop-up box will appear. Edit the period of time that no work was performed and/or select **Confirm**.

**Example:** If no work was performed from 9/6/2015 – 9/26/2015, edit the period of time.

**No work performed**

Confirm or edit the period of weeks that no work was performed:

**From Sunday:**  **To Saturday:**

**Cancel** **Confirm**

2. Review the Affirm page to make sure that everything is correct for the report.

**Optional:** Input notes about the payroll report in the [Notes regarding this report](#) section.

☒ **Yes, I AFFIRM the following:** **3**

1. All information contained in this Certified Payroll Report, including any addenda, is correct and complete.
2. The wage rates for workers, laborers or mechanics as reported above are not less than the applicable wage rates contained in any wage determination related to the contract; and the classifications as reported above for each worker, laborer or mechanic conform with the actual work performed by such worker, laborer or mechanic.
3. The payment of usual benefits as listed above have been or will be made to appropriate approved plans, funds or programs for the benefit of such employees.
4. All persons employed on the above-referenced project(s) have been paid the full weekly wages earned, and no rebates have been or will be made either directly or indirectly to or on behalf of the above-named contractor or subcontractor from the weekly wages earned by any person. No deductions, other than those which are legally permissible, have been made by any person either directly or indirectly from the full wages earned.
5. Any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with the Washington State Apprenticeship and Training Council.

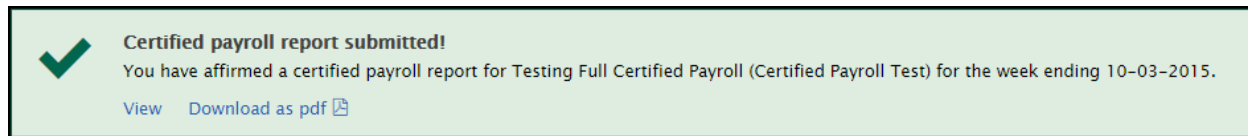
Falsification of any of the above statements is a violation of RCW 39.12.050 subject to prosecution, sanctions, and penalties.

Type your name:  **4** Your job title:  **5**

**6** **Sign & Submit to L&I**

[Back to view all reports](#) [Back to edit employee hours](#)

- 3a. If everything is correct, select the checkbox for **Yes, I AFFIRM the following**.
- 3b. If everything is **not** correct, select **Back to view all reports** at the top or bottom of the page to cancel the report and go back to the *View All Certified Payroll Reports* screen for the project.
4. Enter your name in the box for **Type Your Name**.
5. Enter your job title in the box for **Your Job Title**.
6. Select **Sign & Submit to L&I** to finish the report. You will be rerouted back to the main certified payroll page for the project.
7. A box will appear at the top of the page confirming that the report was submitted. Select **View** to view the report. Select **Download as pdf** to save the report or send to interested parties.



## Add a New Employee to My Certified Payroll Report

When creating a certified payroll report, you can add employees to your account at any time.

1. Go to *Step 1* and select **Add a New Employee**. The box will expand for you to enter the employee's information.



2. Enter the employee's personal information.

**Note:** The Social Security Number will show as asterisks once the employee's information is saved.

**Trade & Rates**

Apprentice? ☐ No ☐ Yes **3**

Trade **4**  
Choose trade... ▼

County **5**  
Choose county... ▼

**Wages** **6**

Regular Overtime (1.5x) Double time (2x)  
\$ /hr \$ /hr \$ /hr

**Benefits** **7**

Pension Medical Vacation Holiday Approved Apprentices Program  
\$ /hr \$ /hr \$ /hr \$ /hr \$ /hr

+ Add another benefit **8**

3. Select **Yes** or **No** if the employee is in an approved apprentices program. If **Yes**, two additional fields (State & Apprentices ID) will appear.
4. Choose the type of work the employee performed on the project in the *Trade* dropdown box.
5. Choose the county where the work was performed in the *County* dropdown box.

**Important:** Only counties selected on the intent for the project are available to select in the dropdown box.

6. Enter the regular wages for the employee. The system will auto-calculate overtime and double time wages – make sure they are accurate.

**Wages** **?**

Regular Overtime (1.5x) Double time (2x)  
\$ 47.32 /hr \$ 70.98 /hr \$ 94.64 /hr

We've calculated your overtime rates. Please check them for accuracy.

7. Enter benefits deducted from the employee's payroll.
8. Select **Add Another Benefit** if the employee receives additional benefits from the ones listed. Enter the benefit information.

As information is entered, the system auto-calculates the minimum wage rate, total benefits, and the total wage entered for the employee.

**Trade & Rates**  
Apprentice? ☒ No ☐ Yes  
Trade  County   
Work Classification   
**Wages** ?  
Regular /hr Overtime (1.5x) /hr Double time (2x) /hr  
**Benefits** ?  
Pension /hr Medical /hr Vacation /hr Holiday /hr Approved Apprentices Program /hr  
[+ Add another benefit](#)  
Total benefits /hr  
**Entered Wage (Regular + Benefits): \$51.68**

Minimum Wage Rate

Prevailing Wage: \$50.82

Total Benefits Entered

Total Wage Entered

## Choosing Existing Employees for My Certified Payroll Report

When creating a certified payroll report, you can add existing employees to the project at any time.

1. Go to *Step 1* and select **Choose Existing Employees**. The box will expand for you to search and select the employee(s) already entered on your account and add them to the project.

Choose existing employees

First name M. Last name Search Reset

☐ Select / deselect all Address

<input type="checkbox"/> Chips, Ruffle	7563 Potato Dr, Spud, CO 56214
<input type="checkbox"/> Chocolate, Hersheys	5867 Nestle Lane, Hershey, PA 12345
<input checked="" type="checkbox"/> LouWhoo, Cindy	4756 North Grinch Ave, WhooVille, WY...
<input type="checkbox"/> McGrinchers, Grinch	7890 Grinch Mountain Rd, WhooVille,...
<input type="checkbox"/> Rainbow, Skittles	4567 Taste the Rainbow Dr, Artificial,...

Selected Employees

✕ LouWhoo, Cindy

Cancel Choose Employees

2. Select the checkbox next to employee(s) that have worked on the project. As employees are selected they are moved to the *Selected Employees* box.
3. Verify the employee(s) in the *Selected Employees* box are correct.
4. Select **Choose Employees** to add them to the project.
5. Added employees will now show in the Employees On This Project section.
6. Select **Edit** for the newly added employee to enter their trades, rates, and benefits for the payroll week.

LouWhoo, Cindy	4756 North Grinch Ave WhooVille, WY 88888	Please enter trades, rates and benefits for this payroll week.	<a href="#">Edit</a> <a href="#">Remove</a>
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### Trade & Rates

Apprentice? ☐ No ☐ Yes **7**

Trade **8**

County **9**

**Wages** **10**

Regular  Overtime (1.5x)  Double time (2x)

**Benefits** **11**

Pension  Medical  Vacation  Holiday  Approved Apprentices Program

**12** [+ Add another benefit](#)

7. Select **Yes** or **No** if the employee is in an approved apprentices program. If **Yes**, two additional fields (State & Apprentices ID) will appear.

8. Choose the type of work the employee performed on the project in the *Trade* dropdown box.

9. Choose the county where the work was performed in the *County* dropdown box.

**Important:** Only counties selected on the intent for the project are available to select in the dropdown box.

10. Enter the regular wages for the employee. The system will auto-calculate overtime and double time wages – make sure they are accurate.

**Wages** **?**

Regular  Overtime (1.5x)  Double time (2x)

We've calculated your overtime rates. Please check them for accuracy.

11. Enter benefits deducted from the employee's payroll.

12. Select **Add Another Benefit** if the employee receives additional benefits from the ones listed. Enter the benefit information.

As information is entered, the system will auto-calculate the minimum wage rate, total benefits, and the total wage entered for the employee.

### Trade & Rates

Apprentice? ☒ No ☐ Yes

Trade: Carpenters County: Lewis

Work Classification: Carpenter

**Minimum Wage Rate**

Prevailing Wage: **\$50.82**

### Wages

Regular: \$ 47.32 /hr Overtime (1.5x): \$ 70.98 /hr Double time (2x): \$ 94.64 /hr

### Benefits

Pension: \$ 0.86 /hr Medical: \$ 2.50 /hr Vacation: \$ 0.50 /hr Holiday: \$ 0.50 /hr Approved Apprentices Program: \$  /hr

[+ Add another benefit](#)

**Total benefits**: \$4.36/hr

**Total Benefits Entered**

**Total Wage Entered**

✓ Entered Wage (Regular + Benefits): **\$51.68**

Repeat steps 6 – 12 for each employee added to the project.

## View Filed Certified Payroll Reports

Once reports have been started or submitted for a project, go to My Certified Payroll section and select **View All Reports** under the *Actions* column.

123456	Tower Repairs ISLAND COUNTY PUBLIC WORKS Contract No: 2017-ABCD	1/14/2017	<a href="#">View All Reports</a> <a href="#">File Certified Payroll</a>
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- The project information is in the top section of the page and all filed reports are in the bottom section. Your screen should look similar to the following illustration:

« back to intents and affidavits dashboard

### View All Certified Payroll Reports

Testing Full Certified Payroll (Contract No. Certified Payroll Test)

**Project Name & Contract #**

**Project Information**

**Project name**  
Testing Full Certified Payroll

<b>County</b> Lewis	<b>Awarding agency name</b> CHEHALIS, CITY OF	<b>Prime contractor</b> PYRAMID GRINDING LLC
<b>Contract No.</b> Certified Payroll Test	<b>Awarding agency phone</b> 360-902-4974	<b>Phone</b> 425-254-1820
<b>Job site</b> 1234 Certified Payroll Way	<b>Awarding agency address</b> PO BOX 871 CHEHALIS WA 98532	<b>Address</b> PO BOX 2377 RENTON, WA 98056

**Create Report**

**Manage Employee Information**

**Create a Certified Payroll Report**

**Manage your:**

- Employees
- Ten Hour Workday (4-10) Agreements

**Currently showing**

**STATUS**

☒ All

☐ Saved (In Progress)

☐ Affirmed

☐ Amendment Saved (In Progress)

**DATE RANGE**

From:

To:

[Clear Filters](#)

**Filter Reports**

Show 5 rows Showing 1 to 5 of 6 records

For the week ending	Status	Actions
10-10-2015	Saved (In Progress)	<a href="#">Continue</a> <a href="#">Delete</a>
10-03-2015	✓ Affirmed 11-09-2015	<a href="#">View</a> <a href="#">Create</a>
	✓ Affirmed 10-26-2015	<a href="#">View</a> <a href="#">Create amendment</a>
09-19-2015	✓ Affirmed 10-26-2015	<a href="#">View</a> <a href="#">Create amendment</a>
09-12-2015		<a href="#">View</a> <a href="#">Create amendment</a>

**Continue or Delete a Saved Report**

**View or Amend the Report**

**View Next Page of Reports**


[Next >](#)

View different sections of this manual for further instructions on the actions available on this page.

## Amend a Certified Payroll Report

1. From the **View All Certified Payroll Reports** page for the project, find the report you need to amend.
2. Select **Create Amendment** in the *Actions* column. This will take you back through the [Step 1](#), [Step 2](#), and [Step 3](#) that is similar to creating a report.

**Note:** Go to [Create A Weekly Certified Payroll Report](#) for detailed information on each of these steps.

For the week ending	Status	Actions
06-27-2015	 Affirmed 09-21-2015	<a href="#">View</a> <a href="#">Create amendment</a>

3. Review [Step 1](#) to ensure the correct employees are selected for the project. If information is not correct, select **Amend** to edit the employee's information or select **Remove** to remove the employee from the project.

Carpenter, Cal	123 123rd St Olympia, WA 98555	Carpenters, Carpenter (Lewis)	\$40.00/hr	\$11.00/hr total benefits	<a href="#">Amend</a> <a href="#">Remove</a>
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4. Select **Next: Amend Hours** to go to [Step 2](#).
5. Review [Step 2](#) to ensure that the correct hours for each employee were entered for the project. Select **Amend Hours** to edit the employee's hours and/or payroll information.
6. Select **Next: Review Total** to go to [Step 3](#).
7. Review [Step 3](#) to ensure that the correct employees have the correct hours and payroll information for the week.
8. Review *Benefits Distribution* information to make sure the information is correct.
9. Scroll down to **What's the reason for this amendment?** In the box provided, explain why the report was amended.
 

**Optional:** [Input notes about the payroll report in the Notes regarding this report section.](#)
- 10a. If everything is correct, select the checkbox for **Yes, I AFFIRM the following.**
- 10b. If everything is **not** correct, select **Back to view all reports** at the top or bottom of the page to cancel the report and go back to the *View All Certified Payroll Reports* screen for the project.
11. Enter your name in the box for **Type Your Name.**
12. Enter your job title in the box for **Your Job Title.**
13. Select **Sign & Submit to L&I** to finish the report. You will be rerouted back to the main certified payroll page for the project.
14. A box will appear at the top of the page confirming that the report was submitted. Select **View** to view the report. Select **Download as pdf** to save the report or send to interested parties.



**Certified payroll report submitted!**

You have affirmed a certified payroll report for Testing Full Certified Payroll (Certified Payroll Test) for the week ending 10-03-2015.

[View](#) [Download as pdf](#)

## Manage My Employees for Certified Payroll Reports

Once reports have been started or submitted for a project, you have the option to manage your employee list. This option allows you to add, delete, or edit employees' information from the main list for your account.

**Important:** To edit an employee's payroll information for the project, go to [Step 1: Add employees and rates of pay](#) on the weekly report.

1. From the **View All Certified Payroll Reports** page for the project, select **Employees** on the right-hand side, below the project information.

**Certified Payroll reports**

Create a Certified Payroll Report

Currently showing: **STATUS**  
☒ All  
☐ Saved (In Progress)  
☐ Affirmed

Show 5 rows Showing 1 to 4 of 4 records

For the week ending	Status	Actions
09-12-2015	Saved (In Progress)	<a href="#">Continue</a> <a href="#">Delete</a>
10-17-2015	Saved	<a href="#">Continue</a> <a href="#">Delete</a>

Manage your:  
[Employees](#)  
 ■ Ten Hour Workday (4-10) Agreements

2. Select **View/Edit** for an employee to edit their information or select **Add Employee** to add an employee to your account.

**Certified Payroll Employees**

Manage Employees

Employee Last Name Search

Show 10 rows Showing 1 to 5 of 5 records

Employee	Address	View/Edit
Chips, Ruffle	7563 Potato Dr Spud, CO 56214	<a href="#">View/Edit</a>
Chocolate, Hersheys	5867 Nestle Lane Hershey, PA 12345	<a href="#">View/Edit</a>
LouWhoo, Cindy	4756 North Grinch Ave WhooVille, WY 88888	<a href="#">View/Edit</a>
McDonkers, Grinch	5890 Grinch Mountain Rd	<a href="#">View/Edit</a>

Add an employee to your account. [Add Employee](#)

Edit employee's information.

3. Once information is updated or added, select **Save** to save the information and go back to the *Manage Employees* page.

**Note:** The Social Security Number will show as asterisks once the employee's information is saved.

First name Blitz	M. <input type="checkbox"/>	Last name Seahawk	Social Security Number 121-21-2120
Gender Prefer not to answer	Race, ethnicity or culture Other		United States veteran Prefer not to answer
Address 1212 Beastmode Lane			
City Seattle	State Washington	Zip code 98888	
<a href="#">Cancel</a>			<a href="#">Save</a>

## Manage Ten Hour Workday (4-10) Agreements

Agreements with an employee allowing them to work up to 10 hours in a calendar must be kept on file. Once certified payroll reports have been started or submitted for a project, you have the option to manage your agreements.

1. From the main page or *View Intent History* page, find the approved intent for the project.
2. In the *Certified Payroll Actions* column, select **View All**.

Project Name	8/25/2015	Approved <input checked="" type="checkbox"/>	<a href="#">View</a> <a href="#">Create Affidavit</a>	<a href="#">Create Report</a> <a href="#">View All</a> <a href="#">Manage Access</a>
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3. Select **Ten Hour Workday (4-10) Agreements** on the right-hand side, below the project information.

### Certified Payroll reports

Currently showing

**STATUS**

☒ All

☐ Saved (In Progress)

☐ Affirmed

Show  rows

Showing 1 to 4 of 4 records

For the week ending	Status	Actions
09-12-2015	Saved (In Progress)	<a href="#">Continue</a> <a href="#">Delete</a>
10-17-2015	Saved	<a href="#">Continue</a> <a href="#">Delete</a>

Create a Certified Payroll Report

**Manage your:**

- Employees
- Ten Hour Workday (4-10) Agreements

4. Select **View** to view previous/existing agreements.

**Certified Payroll 4-10 Agreements**  
Manage Ten Hour Workday (4-10) Agreements

**Upload agreement** **Upload 4-10 Agreement**

Show  rows Showing 1 to 2 of 2 records

Agreement	Comments	Expires	
Ruffle Chips 4-10 Agreement 2014.docx		12-31-2015	<a href="#">View</a>
Cindy LouWhoo 4-10 Agreement - WhooVille City Project 2014.docx		16	<a href="#">View</a>

**View agreement**

### Upload 4-10 Agreement

1. From the Manage 4-10 Agreements page, select **Upload 4-10 Agreement** to upload a new agreement. Your screen should look similar to the following illustration:

**Certified Payroll 4-10 Agreements**  
**Upload Ten Hour Workday (4-10) Agreement**

Upload File **2**  
 **Browse...**  
(pdf, doc, or docx format up to 3MB in size)

Type **3** **Expires on Date** **4**

Comments **5**

**6** **Cancel** **Save**

2. Select **Browse** to browse your files and select the 4-10 agreement you want to upload.
3. Choose the type of agreement you are uploading.

**Choose one...**  
4-10 Agreement for this Project  
Annual 4-10 Agreement  
Collective Bargaining Agreement (Relevant Pages Only)

4. Select the date the agreement expires.
5. Add notes/comments about the agreement (*Optional*)
6. Select **Save** to save the agreement and go back to the *Manage 4-10 Agreements* page.

## Submit Certified Payroll Reports to Interested Parties

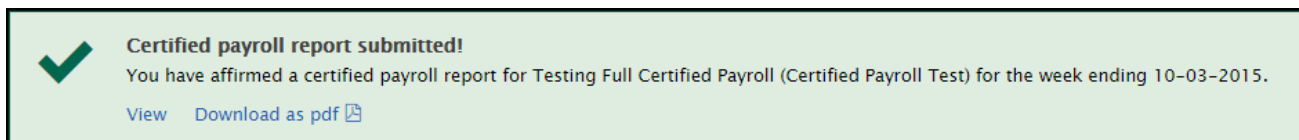
### *Submit Report(s) to the Awarding Agency, Prime Contractor, and L&I*

As soon as a weekly report is affirmed, the awarding agency, prime contractor, and L&I can view the report within their online systems with L&I. If the awarding agency or prime contractor has not set up their account, follow the instructions in the next section on how to submit the report to them.

### *Submit Report to Other Interested Parties*


You will need to download a PDF copy of each weekly report to submit them to interested parties. There are two ways to access a PDF copy of weekly reports:

1. Once the weekly report is filed, a box will appear at the top of the page confirming that the report was submitted. Select **Download as pdf** to view and download a copy that can be emailed to the requesting party.

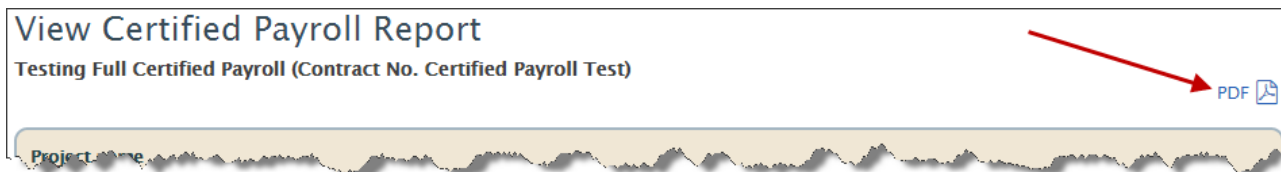


2. From the **View All Certified Payroll Reports** page for the project, find the report you need to send to the requesting party.

- 2a. Select **View** in the *Actions* column.

For the week ending	Status	Actions
06-27-2015	 Affirmed 09-21-2015	<a href="#">View</a> <a href="#">Create amendment</a>

- 2b. Select the **PDF** icon in the top right-hand of the page to view and download a copy that can be emailed to the requesting party.



## Social Security Number on Certified Payroll Reports

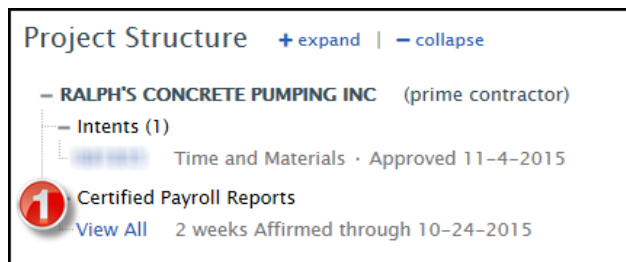
To protect the employee's personal information, their Social Security Number will not be visible once entered and saved in our system. Asterisks will replace the numbers wherever the SSN is displayed. If you think the SSN was inputted incorrectly, you will need to re-input the entire SSN to make sure it is correct in the system.

## View My Subcontractor's Certified Payroll Reports – Prime Contractors Only

While state law doesn't require contractors to submit certified payroll reports online; this function allows prime contractors to easily collect, review, and store the reports. Awarding agencies using L&I's **Awarding Agency Portal** also have this same view.

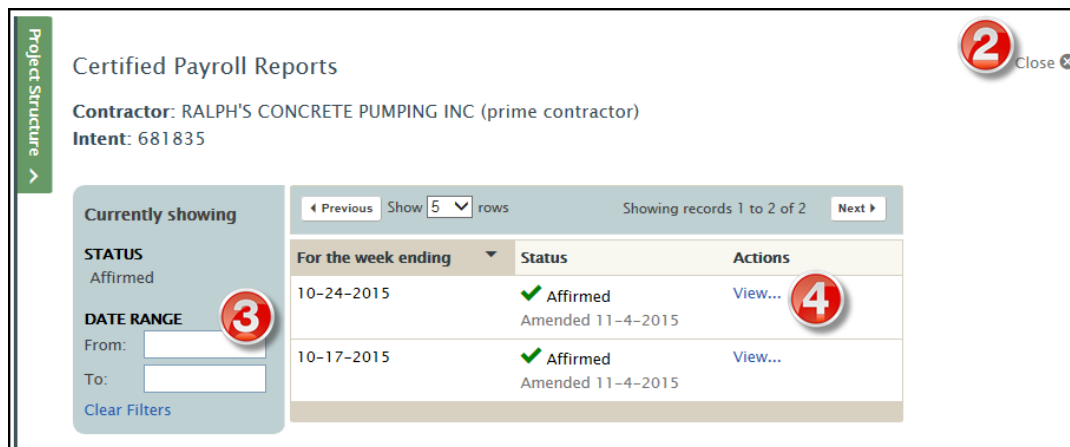
**Important:** You still need to validate the payroll information meets the minimum requirements for prevailing wage. Our system provides validation but allows contractors to enter information that may not meet the minimum requirements.

Once a contractor has submitted their weekly report it will be available in the [Project Structure](#) ready for your review.



1. Select **View All** to view reports submitted for the project by the contractor.

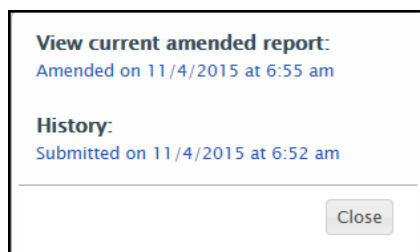
The [Project Structure](#) will hide to reveal the list of reports filed by the contractor.



2. Select **Close** to close the *Certified Payroll Reports* view and go back to the *Project Structure*.

3. **Filter** reports by date range.

4. Select **View** to view the reports. If the report was amended, a pop-up box will appear allowing you to choose which version of the report you want to review.



The report will open up to show you all payroll information for each employee. Your screen should look similar to the following illustration:

**Certified Payroll Report** Close

**Contractor:** RALPH'S CONCRETE PUMPING INC (prime contractor)  
**Intent:** [REDACTED]

**For the week ending:** Saturday, October 24, 2015

Now viewing: Current report (Affirmed on 11/4/2015 at 6:55 am) PDF

**Barnes, Eric D** Collapse

Work classification	Public hours worked	Sun 10/18	Mon 10/19	Tue 10/20	Wed 10/21	Thu 10/22	Fri 10/23	Sat 10/24	Total hours	Rate of pay	Gross earned
Truck Drivers, Asphalt Mix Yakima	Regular		10 hr	10 hr	10 hr	10 hr			40 hr	\$19.45/hr	\$778.00
	Overtime (1.5x)								0 hr	\$29.17/hr	\$0.00
	Double time (2x)								0 hr	\$38.90/hr	\$0.00
<b>Project total</b>									<b>40 hr</b>		<b>\$778.00</b>
										<b>Gross payroll</b>	<b>\$900.00</b>
										(including this project and all other wages)	
										<b>FICA</b>	
										<b>Withholding</b>	
										<b>Total deductions</b>	<b>\$0.00</b>
										<b>Net pay</b>	<b>\$900.00</b>

**Bowles, Michael D** Collapse

5. Scroll down the page to review each employee's payroll information.

6. Scroll to the *Benefits Distribution* information to review.

Benefits distribution							
Work classification	Pension	Medical	Vacation	Holiday	Approved apprentice program	Other benefits	Total hourly benefits
<b>Barnes, Eric D</b> Truck Drivers, Asphalt Mix Yakima	\$0.00/hr	\$0.00/hr	\$0.00/hr	\$0.00/hr	\$0.00/hr		<b>\$0.00/hr</b>
<b>Bowles, Michael D</b> Truck Drivers, Asphalt Mix Yakima	\$0.00/hr	\$0.00/hr	\$0.00/hr	\$0.00/hr	\$0.00/hr		<b>\$0.00/hr</b>
<b>Cervantes, Julian</b> Elevator Constructors, Apprentice Elevator Constructor Mechanic, Yakima	\$0.00/hr	\$0.00/hr	\$0.00/hr	\$0.00/hr	\$0.50/hr		<b>\$0.50/hr</b>
<b>Cervantes, J M</b> Truck Drivers, Apprentice E. WA-690 (Truck Driver/Pasco Region Group 4), Yakima	\$2.00/hr	\$0.00/hr	\$0.00/hr	\$0.00/hr	\$5.00/hr		<b>\$7.00/hr</b>

7. If the report was amended, *What's the reason for this amendment?* section will be available with notes explaining why it was amended.

**What's the reason for this amendment?**

missed apprentice hours

8. At the bottom of the page is the *Affirmation* that includes who filed the report and their title.

☒ **Yes, I AFFIRM the following:**

1. All information contained in this Certified Payroll Report, including any addenda, is correct and complete.
2. The wage rates for workers, laborers or mechanics as reported above are not less than the applicable wage rates contained in any wage determination related to the contract; and the classifications as reported above for each worker, laborer or mechanic conform with the actual work performed by such worker, laborer or mechanic.
3. The payment of usual benefits as listed above have been or will be made to appropriate approved plans, funds or programs for the benefit of such employees.
4. All persons employed on the above-referenced project(s) have been paid the full weekly wages earned, and no rebates have been or will be made either directly or indirectly to or on behalf of the above-named contractor or subcontractor from the weekly wages earned by any person. No deductions, other than those which are legally permissible, have been made by any person either directly or indirectly from the full wages earned.
5. Any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with the Washington State Apprenticeship and Training Council.

Falsification of any of the above statements is a violation of RCW 39.12.050 subject to prosecution, sanctions, and penalties.

**Affirmed by Ralph (owner) on 11/4/2015 6:55:10 AM.**

**8**

**9**  
[Back to view all reports](#)

9. Select **Back to view all reports** to exit the weekly report.

## Request Certified Payroll Reports from Subcontractors – Prime Contractors Only

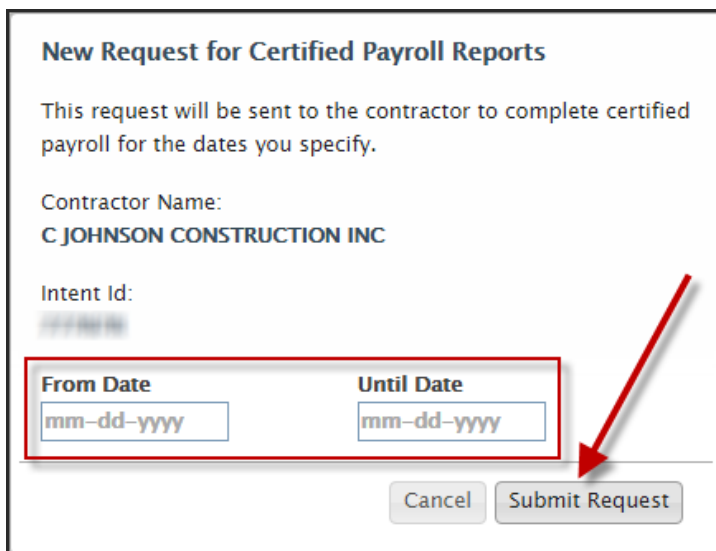
As of February 9, 2017, prime contractors may request certified payroll reports from any contractor on their projects. Once submitted, the contractor will receive an email notification navigating them to their online system to file the certified payroll reports in order to satisfy your request. Once the contractor has filed all of the requested reports, you will receive an email notification alerting you that your request has been satisfied.

**Important:** Contractors are not required to file certified payroll reports online and may still submit their reports directly to you via paper, email, etc.

From the [Project Structure](#), the option to request certified payroll reports has been added for any contractor with a filed intent on the project.



1. Select **Create a New Payroll Request**.
2. A pop-up box will appear. Input the dates of your request and select **Submit Request**.

A screenshot of a pop-up form titled 'New Request for Certified Payroll Reports'. The text inside says 'This request will be sent to the contractor to complete certified payroll for the dates you specify.' Below this, it shows 'Contractor Name: C JOHNSON CONSTRUCTION INC' and 'Intent Id: 12345678'. There are two date input fields: 'From Date' with a placeholder 'mm-dd-yyyy' and 'Until Date' with a placeholder 'mm-dd-yyyy'. A red box highlights these two fields, and a red arrow points from the bottom right of the box towards the 'Submit Request' button. At the bottom of the form are two buttons: 'Cancel' and 'Submit Request'.

## View Requests for Certified Payroll Reports – Prime Contractors Only

Any requests for certified payroll reports made by you, the awarding agency, or L&I will appear under the [Project Structure](#). As the prime contractor, you have access to view all requests you have made in addition to requests made by the awarding agency and L&I.

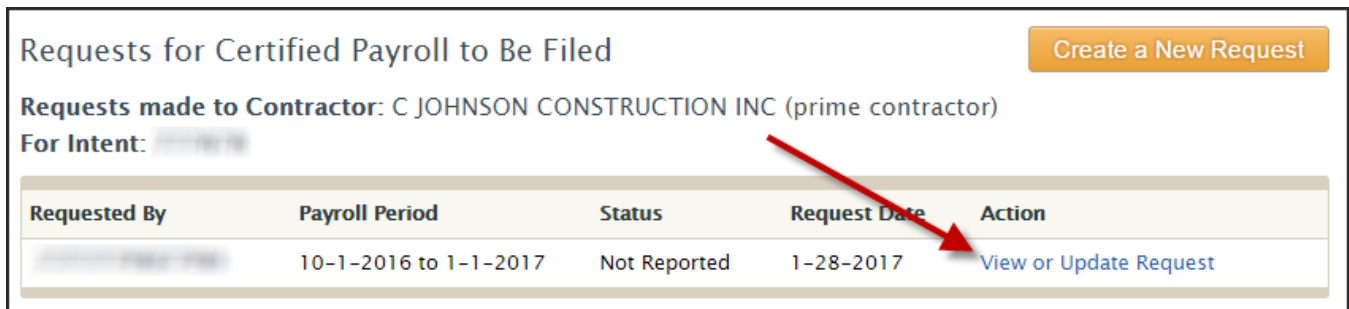
### 1. Select **View Requests**.



Project Structure [+ expand](#) | [- collapse](#)

- C JOHNSON CONSTRUCTION INC (prime contractor)
  - Intents (1)
    - \$277,873.80 · Approved 8-3-2016
  - Requests for Certified Payroll
    - [View Requests](#) 1 open out of 1 total
    - [Create a New Payroll Request](#)
  - Subcontractors (1)
    - + PIONEER TREE SRVC/LNDSCPG INC

### 2. The [Project Structure](#) will hide to reveal the list of certified payroll reports filed by the contractor and any pending requests. Select **View or Update Request** to view additional details about the request.



Requests for Certified Payroll to Be Filed [Create a New Request](#)

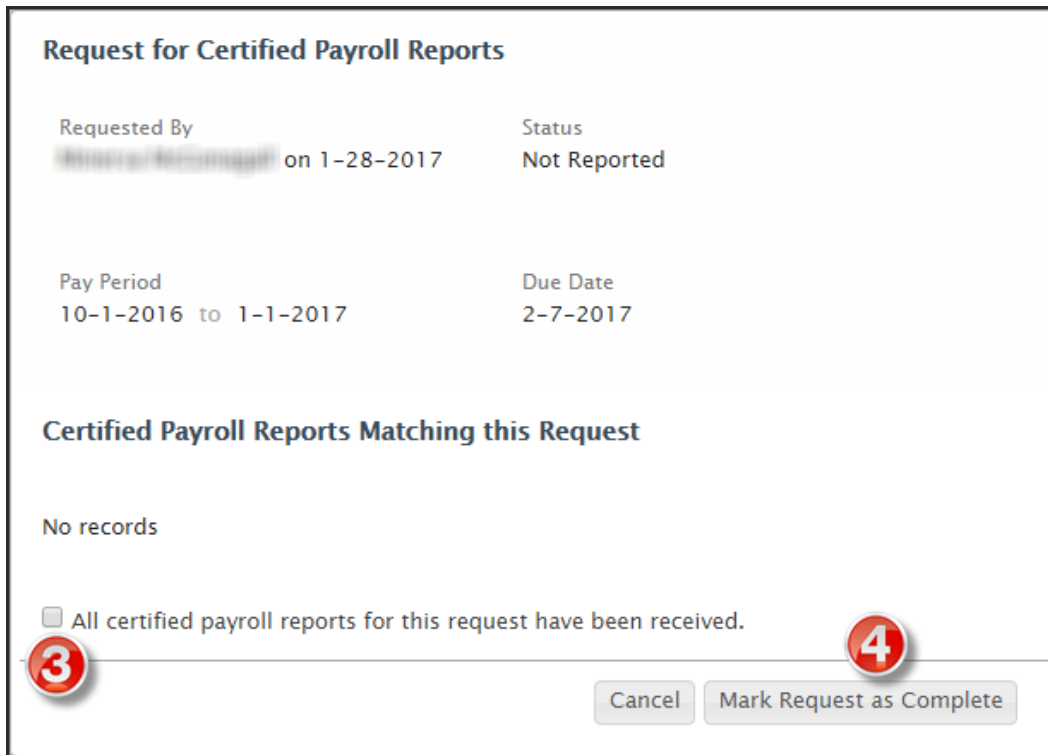
Requests made to Contractor: C JOHNSON CONSTRUCTION INC (prime contractor)  
For Intent: [\\$277,873.80](#)

Requested By	Payroll Period	Status	Request Date	Action
<a href="#">\$277,873.80</a>	10-1-2016 to 1-1-2017	Not Reported	1-28-2017	<a href="#">View or Update Request</a>

### Satisfy My Requests for Certified Payroll Reports – Prime Contractors Only

You may satisfy your online requests for certified payroll in instances where your subcontractor submits them to you via paper, email, etc.

1. Follow the steps above for viewing requests for certified payroll reports.
2. Once you've selected **View or Update Request**, a pop-up will appear showing the details of the request.



**Request for Certified Payroll Reports**

Requested By: Michael Thompson on 1-28-2017      Status: Not Reported

Pay Period: 10-1-2016 to 1-1-2017      Due Date: 2-7-2017

**Certified Payroll Reports Matching this Request**

No records

☐ All certified payroll reports for this request have been received.

3      4

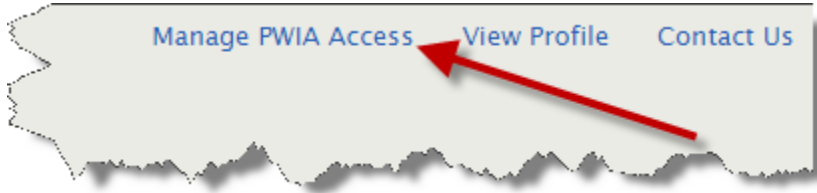
Cancel      Mark Request as Complete

3. Select the check box indicating all certified payroll reports for the request have been received.
4. Select **Mark Request as Complete**.

## Manage PWIA Access

When you have multiple users linked to your business in *PWIA*, each of you start off with only being able to view your own filed intents, affidavits, and certified payroll reports. In order for other users to see any items you have filed, you will need to grant them access.

1. Select **Manage PWIA Access** at the top of the main dashboard page.



2. Select which users you want to grant access to view your intents, affidavits, or certified payroll reports and/or gain access to view intents and affidavits filed by another user.

**Important:** Only other users can grant you access to view their certified payroll reports filed online.

Name	Company Name	Who can view the intents & affidavits I filed	I can view the intents & affidavits filed by ...	Who can view the certified payroll reports I filed	I can view the certified payroll reports filed by ...
Fred Weasley	Anderson Masonry	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Princess Leia	ANDERSON MASONRY	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheev Palpatine	Anderson Masonry	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zorra Zabawski	Anderson Masonry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

3. Select **Save** to save your selections and return to the main dashboard page.

**Important:** Both you and the other user(s) will receive an email summarizing the change in accesses.